

# PROPERTY SEARCH REQUEST

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

## APPLICANT DETAILS

NAME			
POSTAL ADDRESS			
PHONE		FAX	
EMAIL			

## PROPERTY DETAILS

LOT ON PLAN		ASSESSMENT NO.	
STREET ADDRESS			

## SEARCHES

RATES AND WATER INFORMATION	FEE	BUSINESS DAYS
<input type="checkbox"/> Standard Rates Search (Includes Water Meter Reading)	\$171.00	7 Days
<input type="checkbox"/> Urgent Rates Search (Includes Water Meter Reading)	\$217.50	3 Days
<input type="checkbox"/> Registered Owner Search	\$26.00	3 Days
BUILDING INFORMATION		
<input type="checkbox"/> Copy of Certificate (per certificate)	\$20.00	5 Days
<input type="checkbox"/> Building Records Search – Class 1 & 10	\$220.00	10 Days
<input type="checkbox"/> Urgent Building Records Search – Class 1 & 10	\$358.00	5 Days
<input type="checkbox"/> As Constructed Drainage Plans – Class 1 & 10	\$132.00	1-5 Days
<input type="checkbox"/> Building Plans – Class 1 & 10	\$132.00	1-5 Days
<input type="checkbox"/> Full Copy of Building File – Class 1 & 10 Only	\$604.00	10 Days
<input type="checkbox"/> Certificate of Classification – Class 2-9	\$132.00	10 Days
<input type="checkbox"/> Building Records Search – Class 2-9	\$604.00	10 Days
<input type="checkbox"/> As Constructed Drainage Plans – Class 2-9	\$300.00	10 Days
<input type="checkbox"/> Building Plans – Class 2-9	\$604.00	10 Days

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## PLANNING INFORMATION

<input type="checkbox"/> Limited Planning and Development Certificate	\$1,037.00	5 Days
<input type="checkbox"/> Standard Planning and Development Certificate	\$1,290.00	10 Days
<input type="checkbox"/> Full Planning and Development Certificate	\$2,840.00	30 Days
<input type="checkbox"/> Full Planning and Development Certificate - Urgent	\$3,180.00	15 Days
<b>TOTAL</b>	<b>\$</b>	

## PAYMENT OF FEES AND AUTHORISATIONS

- Please tick here if you wish an Isaac Regional Council Officer to call you, to process your credit card payment instead of completing the below.

<b>CREDIT CARD</b>	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
<b>CARD NUMBER</b>		
<b>CARD HOLDER NAME</b>		
<b>CCV</b>	<b>EXPIRY DATE</b>	

Or pay in person at any Council Office within the region using a range of payment options including cash, cheque, credit card or EFTPOS.

<b>SEARCH REQUESTED BY</b>	Signature	<b>DATE</b>	
	Print Name		
<b>REQUEST AUTHORISED BY</b>	Signature	<b>DATE</b>	
	Print Name		

Once completed please send form and any attachment to:  
[records@isaac.qld.gov.au](mailto:records@isaac.qld.gov.au) or Isaac Regional Council, PO Box 97, Moranbah QLD 4744  
or deliver in person to your local Isaac Regional Council office.

## DEPARTMENT USE ONLY

<b>PROCESSED BY</b>	Signature	<b>DATE</b>	
	Print Name		

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## EXPLANATION OF SEARCHES

<b>RATES AND WATER</b>	<p><b>Full Rates</b> financial information, including any arrears and interest outstanding, plus the currently billed water consumption.</p> <p>A written request must be provided to Isaac Regional Council stating the registered lot and plan details of the subject site, the requesters name, address and phone number and their reason for having a vested interest in the parcel. The name and postal address of the registered owner of the property will be provided directly from council's rating system. This search does not include contact with the department of environment and resource management to investigate if the property has been on-sold recently.</p>
<b>REGISTERED OWNER SEARCH</b>	<p>Current owner/s name and postal address and property address, property legal description and property number.</p>
<b>BUILDING</b>	<p>A <b>Copy of Certificate</b> is the provision of a duplicate copy of a previously issued certificate. Includes Plumbing Compliance Certificate, Form 16 Stage Inspection Certificate and Form 21 Final Inspection Certificate. Within 2 years from date of issue per certificate.</p>
	<p>A <b>Building Records Search</b> provides information about a property, as recorded on Council's computer records and archive files. This search does not include a physical inspection of the property.</p> <p>You will be advised of:</p> <ul style="list-style-type: none"><li>• All building approvals issued for the property;</li><li>• Approval date and final inspection date;</li><li>• Any outstanding building requisitions registered against the property.</li></ul> <p>A building records search should not be relied on as proof that there aren't any requisitions on a property or that a building complies in all respects with the standard building laws and the standard sewerage/water supply laws and approved plans.</p>
	<p>A <b>Drainage Plan Class 1 &amp; 10</b> (House Drainage Plan) is the map of the drainage infrastructure placed on the property by the plumber at the time the structures were erected. It will only show the infrastructure on the specified block and will not demonstrate the location of the sewer or water mains in the area. If you are seeking a map detailing the location of the sewer and water mains infrastructure for a parcel, please contact Dial Before You Dig <a href="http://www.1100.com.au">www.1100.com.au</a> or call 1100.</p>
	<p>A <b>Building Plan Class 1 &amp; 10</b> provides copies of the structural plans for a residential property as approved by the Building Certifier, for all structures associated with an individual parcel of land.</p>
	<p>A <b>Certificate of Classification Search</b> provides copies of all previously issued certificates of classification that Council has on file for an individual parcel of land.</p>
<p>A <b>Building Records Search Class 2 - 9</b> provides information about a commercial property, as recorded on Council's computer records and archive files. This search does not include a physical inspection of the property.</p> <p>You will be advised of:</p>	

- All building and plumbing approvals issued for the property
- Approval date and final inspection date
- Any outstanding building requisitions registered against the property

Building Records Search should not be relied on as proof that there aren't any requisitions on a property or that a building complies in all respects with the Standard Building Laws and the Standard Sewerage/Water Supply Laws and approved plans.

A **Drainage Plan Class 2 - 9** is the map of the drainage infrastructure placed on a commercial property by the plumber, generally at the time the structures were erected. It will only show the infrastructure on the specified block and will not demonstrate the location of the sewer or water mains in the area. If you are seeking a map detailing the location of the sewer and water mains infrastructure for a parcel, please contact Dial Before You Dig [www.1100.com.au](http://www.1100.com.au) or call 1100.

A **Building Plan Class 2 - 9** provides copies of the structural plans for a commercial property as approved by the Building Certifier, for all structures associated with an individual parcel of land.

Full **Copy of Building Files Class 1 & 10** per file you will be provided with a copy of the building/plumbing file as recorded on Council's computer records and archive files. This is only available in certain circumstances.

## PLANNING

A **Limited Planning and Development Certificate** for premises must include –

- a summary of the provisions of any planning scheme or charges resolution applying specifically to the premises; and
- if a **TLPI** applies to the premises and suspends or otherwise affects the operation of a planning scheme provision stated in paragraph (a) – a description of the way in which the **TLPI** suspends or otherwise affects the provision; and
- if a variation approval is in effect for the premises – a description of the way in which the variation approval varies the effect of a planning scheme provision stated in paragraph (a); and
- if a state planning instrument applies to the premises – the name of the instruments; and
- a description of any designation applying to the premises; and
- a copy of any information recorded for the premises in the infrastructure charges register kept by the local government.

A **Standard Planning and Development Certificate:**

1. A Standard planning and development certificate for premises, in addition to the information contained in a limited planning and development certificate must include or be accompanied by –
  - a. a copy of every decision notice or negotiated decision notice for a development approval in effect for the premises; and

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- b. details of any changes made to a development approval in effect for the premises; and
- c. details of any approval given to extend the currency period of a development approval in effect for the premises; and
- d. a copy of every deemed approval notice relating to the premises, if the development approval that the notice relates to has not lapsed; and
- e. a copy of every continuing approval stated in the repealed **IPA**, section 6.1.23(1)(a) to (d) relating to, and in effect for, the premises, including any approval, consent or permission that, under the repealed **LGP&E Act**, section 8.10(8) was continued in effect as if it were an approval, consent or permission stated in the repealed **IPA**, section 6.1.23(1)(a) to (d); and
- f. details of any decision to approve or refuse an application to amend a planning scheme made under the repealed **LGP&E Act**, section 4.3, including any conditions of approval, relating to the premises; and
- g. a copy of every compliance certificate given under the old Act relating to the premises and in effect at the time the standard planning and development certificate is given, including any changes made to the compliance certificate; and
- h. a copy of any exemption certificate for development on the premises given by the local government under section 46 of the Act, including –
  - i. the day the certificate was given; and
  - ii. if the certificate is no longer in effect for the premises – the day it stopped having effect; and
- i. a copy of any judgment or order of the P&E Court, a tribunal or a building and development dispute resolution committee under the old Act, about –
  - i. a development approval in effect for the premises; or
  - ii. a condition included in a compliance certificate in effect for the premises; and
- j. a copy of any agreement that the local government is a party to about a development condition of a development approval in effect for the premises; and
- k. a copy of any agreement that a referral agency is a party to about a development condition of a development approval in effect for the premises, if the local government has been given a copy of the agreement; and
- l. a copy of any infrastructure agreement applying to the premises that the local government –
  - i. is a party to; or
  - ii. has received a copy of under section 153 of the Act; and
- m. a description of each amendment, proposed to be made by the local government to its planning scheme, that has not yet been made at the time the certificate is given; and

- n. if the premises are within a **declared master planned area** –
    - i. a copy of each master plan (a **current master plan**) applying to the premises that continues to have effect under section 315 of the Act; and
    - ii. a copy of each notice of decision or negotiated decision given under the old Act about master plan application under that repealed Act for a current master plan; and
    - iii. a copy of any judgement or order of the P & E Court or a building and development committee under the old Act about a condition included in a current master plan; and
  - o. A copy of any decision notice given for a change application made under section 317 of the Act to change a rezoning condition that applies to the premises.
2. In this section – **declared master planned area** means an area identified as a master planned area in a master planned area declaration.

**Master planned area declaration** means a declaration made under the old Act, section 133, as in force before the commencement of the *Sustainable Planning and Other Legislation Amendment Act (No.2) 2012*, section 29.

#### A Full Planning and Development Certificate:

1. A full planning and development certificate for premises, in addition to the information contained in a limited and standard planning and development certificate, must include or be accompanied by –
  - a. if a relevant approval for the premises includes conditions (including conditions about carrying out of works or the payment of money, other than under an infrastructure agreement) imposed, or required to be imposed, by the local government – a statement about the fulfilment or non-fulfilment of each condition, at a stated day after the day the certificate was applied for; and
  - b. if an infrastructure agreement applies to the premises and the local government is a party to the agreement –
    - i. details of the nature and extent of any obligations under the agreement that have not been fulfilled; and
    - ii. details of any security required under the agreement, including whether any payment required to be made under the security has been made; and
  - c. details of any prosecution, or proceedings for a prosecution, for a development offence under the Act, the old Act or the repealed **IPA** relating to the premises that the local government is aware of.
2. However –
  - a. subsection (1)(a) does not apply in relation to a condition of a relevant approval if the condition relates to the ongoing use of the premises; and

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- b. the applicant may request that a full town planning and development certificate be given without the information normally contained in a limited or standard planning and development certificate.
3. In this section—**relevant approval**, for premises, means –
  - a. a development approval in effect for the premises; or
  - b. a master plan applying to the premises that continues to have effect under section 315 of the Act.

## PLEASE NOTE

- The timeframes quoted on the Property Search Request Form commences from the date that your request and fee are received.
- No refund will be given for an incorrectly made request.
- Once a search is commenced it cannot be cancelled and no refund will be made available.
- Working days do not include weekends, public holidays or the Christmas/New Year close-down period for Isaac Regional Council.
- Whilst every effort will be made to dispatch your request within the timeframes given, staff resources and volume of requests may not make this possible and verbal information will not be given.
- Council no longer offers the Minor Engineering Searches for plans and details of Council owned Sewer, Water and Stormwater Infrastructure. For this information, please contact Dial Before You Dig [www.1100.com.au](http://www.1100.com.au) or call 1100.